

February 17, 1997

Attached is your copy of the Home and Community Care Block Grant Procedures Manual for Community Service Providers. This document consolidates, under a single cover, all the general policy requirements governing the Home and Community Care Block Grant. A copy of the Service Standard Manual Volume(s) for the service(s) your agency is responsible for providing is available through your Area Agency on Aging if you do not already have a copy.

The majority of the material contained in the Home and Community Care Block Grant Procedures Manual reflects existing policy (i.e. Service Cost-Sharing, confidentiality, reporting unit and non-unit services via the Aging Resources Management System (ARMS), reimbursement procedures, service authorization, and audits). A section on appeals - section 7 (which originally appeared in the AAA Policy Manual) is new, as well as all information which appears in bold.

Please contact your Area Agency on Aging if you have questions regarding either the Home and Community Care Block Grant Procedures Manual or the Service Standards Manual(s).



NORTH CAROLINA

HOME AND COMMUNITY CARE BLOCK GRANT

PROCEDURES MANUAL

FOR

COMMUNITY SERVICE PROVIDERS

Effective Date: July 1, 1992

Revision Date: February 17, 1997

North Carolina Division of Aging

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INTRODUCTION

North Carolina General Statute 143B-181.1(a)(11) establishes a Home and Community Care Block Grant for Older Adults to be administered by the North Carolina Division of Aging. This legislation is the result of a recommendation made by the Department of Human Resources (DHR) Advisory Committee on Home and Community Care, a broad based state level advisory committee established in 1989 by North Carolina General Statute 143B-181.9A. This committee was charged with, among other things, developing a "common funding stream" for services to older North Carolinians.

The Home and Community Care Block Grant, effective July 1, 1992, is comprised of funding for in-home and community based services currently available through the Division of Aging as well as a portion of funding targeted for in-home and community based services previously administered by the North Carolina Division of Social Services. Older Americans Act funds constitutes approximately 45% of Home and Community Care Block Grant funding and are intended to develop and enhance comprehensive and coordinated community based systems of services, opportunities and protections for older adults. Future funds appropriated by the General Assembly for this purpose will also be included in the Home and Community Care Block Grant. Area Agencies on Aging will fund county programs on aging through grant agreements with Boards of County Commissioners and community service providers.

The block grant gives County Commissioners maximum discretion in deciding how aging funds will be administered and budgeted in the county. By endorsing a local Funding Plan, Boards of County Commissioners will define the services to be provided, determine funding levels for services, and identify the community service providers to be involved with providing Home and Community Care Block Grant services. In addition to giving counties increased decision-making authority for planning and delivering aging services, the block grant is also intended to achieve the following goals:

- ✓ promote the visibility and importance of aging programs locally
- ✓ establish a single set of policies and procedures for in-home and community based services provided with block grant funds
- ✓ provide for an equitable distribution of funds to each county consistent with the requirements of the Older Americans Act

This manual outlines the policies and procedures to be followed by community service providers providing the Home and Community Care Block Grant services specified in the county's Funding Plan. Questions pertaining to the policies and procedures outlined in this manual should be directed to your Area Agency on Aging.

The North Carolina Division of Aging appreciates your commitment to providing quality in-home and community based services in support of older adults in your community.

TABLE OF CONTENTS

INTRODUCTION

SECTION 1

I.	Statement of Philosophy and Purpose	1-2
II.	Legal Base	1-3
III.	Allowable Services	1-4
IV.	Service Descriptions	1-5

SECTION 2

V.	Eligibility for Home and Community Based Services	2-2
VI.	Priority for Receipt of Block Grant Services	2-2
VII.	Methods of Service Provision	2-3
VIII.	Service Authorization	2-4

SECTION 3

IX.	Reporting Requirements	
A.	Client Data	3-2
B.	Service Data	3-4
C.	Program Income	3-6
X.	Reimbursement	
A.	Background Information	
1.	Sources of Home and Community Care Block Grant Funds	3-8
2.	Flow of Funds	3-9
3.	Reporting to the Aging Resources Management System	3-10
4.	Reporting Deadlines	3-11
5.	Role of Service Providers	3-12
6.	Role of County Finance Office	3-13
7.	Role of Area Agency on Aging	3-14
8.	Role of Division of Aging	3-15
9.	Reimbursement Recaps	3-16
10.	Interim Payments	3-16
11.	Quarterly Allotment of Funds	3-17
12.	Tracking the Expenditure of Home and Community Care Block Grant Funds	3-18

B.	Reimbursement Policies and Procedures for Community Service Providers	
1.	General Requirements	3-18
2.	Format for Submitting Reimbursement Data	3-19
3.	Deadlines for Submitting Reimbursement Data	3-19
4.	Frequency of Reimbursement	3-20
5.	Interim Payment to Counties	3-20
6.	Methods of Reimbursement	3-20
7.	Maximum Reimbursement Rates	3-25
8.	Tracking the Expenditure of Home and Community Care Block Grant Funds	3-27
C.	Reimbursement Procedures for Option “B”	3-28
XI.	Budget Revisions	
A.	General Requirements	3-30
B.	County Responsibilities through the Home and Community Care Block Grant	3-31
C.	County Responsibilities for Non-Block Grant Services and Activities Awarded through the County	3-32
D.	Provider Responsibilities for Non-Block Services Awarded Directly through the Area Agency on Aging	3-32
E.	Area Agency on Aging Responsibilities	3-32
F.	Division of Aging Responsibilities	3-33
XII.	Accounting System	
A.	Accounting Standards	3-36
B.	Technical Assistance Provided	3-37
C.	Freedom of Information Under Accounting System	3-37
D.	Cash Depositories	3-38
E.	Program Income/Cost Sharing	3-39
F.	Earned Interest	3-39
XIII.	Retention of Records	
A.	Accountability	3-39
B.	Length of Retention Period	3-39
C.	Starting Date of Retention Period	3-40
D.	Substitution of Microfilm	3-42
E.	Access to Records	3-42
F.	Confidentiality of Personal Information	3-43

XIV.	Audits	
A.	General Audit Requirements	3-43
B.	Audit Guidelines Provided to Auditors	3-44
XV.	Suspension/Termination of Grantees and Contractors by the Area Agency of Aging	
A.	Definitions	3-46
B.	Basis for Suspension/Termination	3-46
C.	Actions Required Prior to Suspension or Termination	3-47
D.	Client Endangerment or Fraudulent Use of Federal or State Funds	3-48
E.	Conditions for Suspension/Termination	3-48
	<u>SECTION 4</u>	
XVI.	Instructions for Reporting through the Aging Resources Management System	
A.	<u>Option "A"</u>	
1.	Instructions for Completing Form <u>DOA-MIS-300</u> (Provider Validation Table/Site Routes)	4.A-4
2.	Instructions for Completing Form <u>DOA-MIS-301</u> (Changes to Provider Validation Table/Site Routes)	4.A-7
3.	Instructions for Completing Form <u>DOA-101</u> (Client Registration Form)	4.A-10
4.	Error Correction Process - Client Root Record	4.A-27
5.	Instructions for Completing Units of Service Report (ZG903)	4.A-29
6.	Recommended Error Correction Process Unit of Service Records	4.A-36
7.	Instructions for completing Form <u>DOA-543</u> (Reporting Non-Unit Services and Program Income)	4.A-38
8.	Error Correction Process - Monthly Reimbursement for Non-Unit Services	4.A-41
9.	Data Entry Instructions for Unit and Non-Unit Information	4.A-42

B. [Option "B"](#)

- | | | |
|-----|--|--------|
| 1. | Instructions for Completing Form <u>DOA-MIS-300</u>
(Provider Validation Table/Site Routes) | 4.B-3 |
| 2. | Instructions for Completing Form <u>DOA-MIS-301</u>
(Changes to Provider Validation
Table/Site Routes) | 4.B-6 |
| 3. | Instructions for Completing Form <u>DOA-150</u>
(Provider Agency Information) | 4.B-9 |
| 4. | Instructions for Completing Form <u>DOA-101</u>
(Client Registration Form) | 4.B-13 |
| 5. | Error Correction Process - Client Root Record | 4.B-29 |
| 6. | Instructions for Completing Units of Service
Report (ZG903) | 4.B-31 |
| 7. | Recommended Error Correction Process
Unit of Service Records | 4.B-38 |
| 8. | Service Totals (Adding or Updating Existing
Units) | 4.B-40 |
| 9. | Instructions for Completing Form <u>DOA-543</u>
(Reporting Non-Unit Services and
Program Income) | 4.B-43 |
| 10. | Error Correction Process - Monthly
Reimbursement for Non-Unit Services | 4.B-46 |
| 11. | Data Entry Instructions for Unit and Non-
Unit Information | 4.B-47 |
| 12. | Instructions for Entering Provider Budgets
in ARMS | 4.B-61 |

[SECTION 5](#)

- | | | |
|-------|--|-----|
| XVII. | Service Cost-Sharing Policies and Procedures | 5-2 |
|-------|--|-----|

[SECTION 6](#)

- | | | |
|--------|---|-----|
| XVIII. | Confidentiality Policies and Procedures | 6-2 |
|--------|---|-----|

[SECTION 7](#)

- | | | |
|------|--------------------------|-----|
| XIX. | Applicant/Client Appeals | 7-2 |
|------|--------------------------|-----|

ATTACHMENTS

[Listing of Area Agencies on Aging](#)
[Listing of Counties by Area Agency on Aging](#)
[County Codes](#)
[Service Codes](#)
